



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

COMNAVLEGSVCCOMNOTE 1650

Code 004

JUL 27 2015

COMNAVLEGSVCCOM NOTICE 1650

From: Commander, Naval Legal Service Command

Subj: 2015 NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR COMPETITION

Encl: (1) Sample Nomination Format

1. Purpose. To implement the Naval Legal Service Command (NAVLEGSVCCOM) Sailor of the Year (SOY) Competition and provide eligibility criteria and nomination procedures.
2. Discussion. This program is designed to recognize a deserving Sailor serving within NAVLEGSVCCOM for outstanding achievement, duty performance, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare.
3. Eligibility. This program is applicable to active duty Legalman or other enlisted personnel, serving in paygrades E-6 and below, assigned to NAVLEGSVCCOM. The inclusive period for nomination is 1 October 2014 to 30 September 2015.
4. Action. Nominations shall be prepared using the format in enclosure (1).
5. Procedure
 - a. Commanding Officers of Defense Service Offices, Region Legal Service Offices, and the Naval Justice School may each submit one nomination representing the command, including its detachments and branch offices. The Chief Judge in each Judicial Circuit may submit one nomination for NAVLEGSVCCOM Legalmen assigned to the applicable Judicial Circuit. The Chief of Staff, Victims' Legal Counsel (VLC) Program may submit one nomination representing the VLC Program.
 - b. Nominations must be received by NAVLEGSVCCOM (Code 004) on or before **6 November 2015**. Submit scanned packages via email to OJAG Awards (ojagawards@navy.mil). When scanning documents, care must be taken to ensure all documents and photographs are clearly visible.
 - c. Commands desiring to nominate a Sailor who transferred during the selection period may do so, regardless of the billet the candidate may be serving in at the time of nomination.
 - d. Initial Selection Process. Nomination packages will be submitted to the NAVLEGSVCCOM SOY Selection Committee via email by **12 November 2015**. The selection committee will review all nomination

packages and select three finalists. After notifying the Commanding Officers and Senior Enlisted Leaders, the finalists' names will be published via message or other appropriate means.

e. Final Selection Process. Finalists will report to the Office of the Judge Advocate General, Washington Navy Yard, Washington, D.C., under Temporary Additional Duty (TAD) orders for the final selection process, including interviews and recognition events. This period of TAD will be scheduled during the week of **25 January 2016**. The prescribed uniform is Service Dress Blue. Logistics, funding, and other information will be provided through separate correspondence following the announcement of the finalists.

f. The NAVLEGSVCCOM SOY will be announced by message or other appropriate means.

6. Nominating Format. Enclosure (1) provides the sample nomination format. Nomination packages must include a Personal Award Recommendation (OPNAV 1650/3) and draft Navy Commendation Medal citation.

7. Awards. To avoid awards duplication, commands must delay presentation of any related personal awards until after the competition is complete. The NAVLEGSVCCOM SOY will receive the Navy and Marine Corps Commendation Medal. The award will be accompanied by appropriate news releases.

8. Coordination. The NAVLEGSVCCOM SOY Coordinator is LNC(SW/IDW) Alicia Cooper, OJAG Code 004, 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, Washington, D.C. 20374-5066; (202) 685-8375; alicia.r.cooper@navy.mil.

9. Cancellation contingency. This notice will be cancelled upon selection of the NAVLEGSVCCOM SOY in January 2016.


JOHN G. HANNINK

Distribution:

Electronic only via

Navy Directives Web Site <http://doni.daps.dla.mil>

SAMPLE NOMINATION FORMAT

SSIC
Originator's Code
Date

From: (Nominee's Commanding Officer)
To: Commander, Naval Legal Service Command (Attn: Code 004)
Subj: 2015 NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR COMPETITION
NOMINATION IN THE CASE OF (RATING, WARFARE, LAST NAME, FIRST
NAME, MIDDLE INITIAL), USN

Ref: (a) COMNAVLEGSVCCOMNOTE 1650 of _____

- Encl:
- (1) Copies of last 5 years of evaluations (most recent first)
 - (2) Personal Awards received during the nominative period
(1 October to 30 September)
 - (3) SOY nominee biography (one page narrative format, starting
with date and place of birth, civilian schooling, military
service, current assignment, personal awards, and medals)
 - (4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy
and Marine Corps Commendation Medal (forwarded, including
summary of action and completed unsigned citation)
 - (5) Two 5x7 color glossy photographs, plain background, Service
dress blue uniform, uncovered, (one full-length front and
one full-length side view, both with name, rate, command,
and date on data boards)
 - (6) Past 5 years of PRIMS on PRIMS data sheet
 - (7) One paragraph summary of achievements to be included in a
"From the Flags announcement"

1. Per reference (a) (rating, warfare, last name, first name, middle
initial) is nominated as the 20 (Force) Sailor of the Year.

2. Complete contact information of member nominated:

- a. Name: (Last, First, Middle Initial)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail Address: (Work) (Home)

Enclosure (1)

3. If previously selected as Sailor of the Month or Quarter, list command, selection, and period in chronological order:

(Command) (Month/Quarter) (YYMMDD - YYMMDD)

4. Reporting Senior's justification of nomination utilizing the following format (limit to two typewritten pages).

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Collateral duties
- f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards).

List in chronological order:

(Decoration/Award) (Command) (YYMMDD - YYMMDD)

6. List educational accomplishments.

a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

b. Navy "A," "B," "C," and or "F" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks (limit to one typewritten page).

(Signature)

("By direction" not authorized)